

# ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

## PROVISIONAL CAREER AND TECHNICAL EDUCATION (CTE)

### BUSINESS AND MARKETING K-12 CERTIFICATE

- **All requirements for the Provisional CTE Business and Marketing Certificate must be met.** The provisional certificate is valid for two years and is renewable once for two years. **Fees are not refundable.**

1. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
2. Option A, B, C or D:

**Option A:**

1. A Bachelor's degree or higher in business, business education, marketing or marketing education from an accredited institution. Official transcript(s) required.
2. Two hundred forty clock hours of [verified experience](#) in business/marketing occupations or a practicum in the areas of business/marketing occupations (approved occupation areas are listed below).

**Option B:**

1. A valid Arizona Standard Secondary Teaching Certificate.
2. **One year** of the most recent teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary school setting and issued during the term of the Arizona Standard Secondary Teaching Certificate exhibiting satisfactory performance in the classroom.
3. 3 semester hours of courses in career and technical business or marketing education methods.
4. Four hundred eighty clock hours of [verified experience](#) in business/marketing occupations (approved occupation areas are listed below).

**Option C:**

1. Six thousand clock hours of [verified experience](#) in business/marketing occupations (approved occupation areas are listed below).

**Option D:**

1. A valid teaching certificate in business education, marketing education, career and technical business education or career and technical marketing education from another state.

**NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have **three years** under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on history, government, social studies, citizenship, law, or civics, you have **one year** to fulfill the requirement.

1. Arizona Constitution (a college course or the appropriate examination).
2. U.S. Constitution (a college course or the appropriate examination).

### RENEWAL REQUIREMENTS FOR THE PROVISIONAL CTE BUSINESS AND MARKETING K-12 CERTIFICATE

- **All requirements for renewal of the Provisional CTE Business and Marketing Certificate must be met. Fees are not refundable.**
1. A Provisional CTE Certificate shall be renewed once for 2 years upon completion of 9 semester hours of courses required for the Standard CTE Business and Marketing Certificate. Courses should be completed since the most recent issuance of the provisional certificate.
  2. A passing score on the secondary professional knowledge portion of the Arizona Educator Proficiency Assessment.

### APPROVED BUSINESS AND MARKETING OCCUPATION AREAS:

Computer and information sciences and support services; computer engineering technologies/technicians; apparel and textile marketing management; accounting and computer science; business/commerce, general; business administration, management and operations; accounting and related services; business operations support and assistant services; business/corporate communications; business/managerial economics; entrepreneurial and small business operations; finance and financial management services; hospitality administration/management; human resources management and services; international business; management information systems and services; management sciences and quantitative methods; marketing; real estate; taxation; insurance; general sales, merchandising and related marketing operations; specialized sales, merchandising and marketing operations; and business, management, marketing and related support services.

\*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.

## REQUIREMENTS FOR THE STANDARD CAREER AND TECHNICAL EDUCATION (CTE) BUSINESS AND MARKETING K-12 CERTIFICATE

- **All requirements for the Standard CTE Business and Marketing Certificate must be met.** The standard certificate is valid for six years and is renewable for six years. **Fees are not refundable.**

1. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
2. A passing score on the secondary professional knowledge portion of the Arizona Educator Proficiency Assessment.
3. Option A, B, C, or D:

### Option A:

1. Qualification under Option A for the Provisional CTE Business and Marketing Certificate.
2. 18 semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching business or marketing, curriculum design/development, instructional technology, educational philosophy, instructional design/methodology, assessment/evaluation, or classroom management.

### Option B:

1. Qualification under Option B for the Provisional CTE Business and Marketing Certificate.
2. **Two years** of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary school setting and issued during the term of the Arizona Provisional CTE Business and Marketing Certificate exhibiting satisfactory performance in the classroom.
3. 12 semester hours of courses to include:
  - a. 9 semester hours of courses in business and marketing subject knowledge;
  - b. 3 semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching business or marketing, curriculum design/development, instructional technology, classroom management, educational philosophy, instructional design/methodology, or assessment/evaluation.

### Option C:

1. Qualification under Option C for the Provisional CTE Business and Marketing Certificate.
2. **Two years** of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary school setting and issued during the term of the Arizona Provisional CTE Business and Marketing Certificate exhibiting satisfactory performance in the classroom.
3. 15 semester hours of courses in professional knowledge to include any of the following areas: principles/philosophy of career and technical education, operation of a career and technical student organization, methods of teaching business or marketing, curriculum design/development, instructional design/methodology, assessment/evaluation, instructional technology, educational philosophy, or career and technical education classroom management.
4. 9 semester hours of courses in business or marketing subject knowledge.

### Option D:

1. Qualification under Option D for the Provisional CTE Business and Marketing Certificate.
2. **Two years** of teacher evaluation(s) approved by a certificated administrator, or the administrator's designee, in a secondary school setting and issued during the term of the Arizona Provisional CTE Business and Marketing Certificate exhibiting satisfactory performance in the classroom.

## RENEWAL REQUIREMENTS FOR THE STANDARD CTE BUSINESS AND MARKETING K-12 CERTIFICATE

- **All requirements for renewal of the Standard CTE Business and Marketing Certificate must be met. Fees are not refundable.**

1. A Standard CTE Business and Marketing Certificate may be renewed within six months before it expires. Renewal of this certificate requires the completion of 180 clock hours of professional development or 12 semester hours of coursework posted on official transcripts after the most recent issuance or renewal of the certificate.

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